



**SHEBOYGAN COUNTY
4-H YOUTH DEVELOPMENT PROGRAMS
POLICIES AND PROCEDURES HANDBOOK**

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Sheboygan County 4-H Youth Development Programs
Policies and Procedures – Approved July 2016

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1. Sheboygan County General 4-H Club Policies

1.1 Club Dues

Clubs are expected to pay \$3.00 per member per year; \$2.00 for insurance and \$1.00 to be used to support state or local 4-H Programs at the discretion of the Leaders Association Executive Board.

- A bill for Club Dues will be sent to clubs in the March General Leader Packet.
- Dues will be due by April 30 from all clubs
- **Dues not receive by April 30 will be considered late and a 10% late fee of the total bill will be charged.**

1.2 Exhibitor Breakage/Damage

The 4-H Leaders Association will not refund or replace any broken, lost or stolen exhibits for any club, county, state or national event.

2. Sheboygan County 4-H Policies Concerning Memorials

2.1 Donations from the Leaders Association

In the event that the Sheboygan County 4-H Leaders Association has knowledge of the death of a present or past certified 4-H Leader, the Leaders Association will present a \$25.00 donation to the family.

If none of the criteria listed above exists, the Executive Board President shall make the determination. In the event of a death of a present or recently graduated 4-H member, \$25.00 will be donated to the family.

It is the responsibility of all 4-H Members, Parents and Leaders to notify the 4-H Youth Development Support Staff of an individual who has passed away. Staff will confirm the member or leaders role within the program and notify the Leaders Association Treasurer of appropriate action.

2.2 Donations from Clubs, Committees, Families and Individuals

In the event that a donation is made to the 4-H Program by a club, committee, family or individual in memory of a deceased loved one, the donator will be asked to specify which of the 8 program areas (listed below) they wish to designate their donation. If none is designated, the donation will go to the general Leaders Association Fund.

- Scholarships
- Trips (Specified by applicant)
- Camps
- Youth Association
- 4-H Project
- Outreach Programs
- 4-H Camp Riversite
- Sheboygan County 4-H Endowment Fund

2.3 Sheboygan County 4-H Memorial Wall of Honor

The Sheboygan County 4-H Memorial Wall of Honor was created with the intent to honor deceased members and leaders of the Sheboygan County 4-H program. Oversight is provided by the Sheboygan County 4-H Leaders Association. Clubs, committees, families and individuals can make application to the program throughout the year. In order to be included on the current years plaque displayed at the

1 Sheboygan County Fair application must be made by August 1. A memorial plate will be created based on
2 information that is provided within the application. New plates will be created and first displayed at the
3 next year's County Fair, in the 4-H Youth Building. Only one plate will be created per name of honoree.
4 The \$100 fee is due with the application, payable to the 4-H Leaders Association. The fee will cover the
5 cost of the plate, as well as, a donation to one or more of the following:

- 4-H Camp Riversite
- Scholarships
- Trips (Specified by applicant)
- Camps
- Youth Association
- Leaders Association General Fund
- 4-H Project
- Outreach Programs
- Sheboygan County 4-H Endowment Fund
- Other (Specified by applicant)

6 7 **3 Sheboygan County Grant Funds**

8 **3.1 Grant Purpose**

9 The Sheboygan County Grant Program provides financial sponsorship for 4-H members. Priority is given
10 to families with limited resources or families experiencing a financial hardship. The program is sponsored by
11 private donors and is available based on the ongoing support and donations of these funds.

12 **3.2 Grant Applications**

13 Applications, available at the UW Extension Office, are confidential and the information provided on the
14 application is only used to verify the child's eligibility for grant funding. Applications request contact info, family
15 income and request details. Applications are due along with program registration.
16

17 **4 Trips & Allocation of Funds**

18 **4.1 Trips**

19 Each fall, the 4-H Leaders Association Executive Board will create a budget for trips and experiences based on
20 financial availability. According to the amount budgeted and the number of applicants, a committee of
21 Sheboygan County 4-H Volunteer Leaders will evaluate applications and interview applicants. Some of the
22 trips that are included in this process are:

- **Wisconsin 4H & Youth Conference, Madison, WI-** This four day conference is held on the UW
24 Madison campus and focuses on a variety of topics from exploring careers to developing leadership
25 skills.
- **4-H American Spirit Experience-** This is an educational experience that focuses on increasing the
26 understanding and appreciation of American Heritage. Youth study American Heritage, develop
27 leadership skills, and learn about citizenship. Youth travel with adult coordinators and chaperones to
28 Philadelphia, Boston, New York, Niagara Falls, and Lexington.
- **Citizenship Washington Focus, Washington D.C. -** This week long event focuses on educating youth
30 on citizenship while visiting many sites of interest in our Nation's Capital.

31
32 **National 4-H Congress, Atlanta, GA-** This week long event brings together 4-H youth from across the country for
33 education and celebration on a variety of topics

34 The trip application and information shall include estimated trip cost and dates. Applicants
35 chosen for trips will be notified prior to the 4-H Awards and Recognition program and are
36 required to sign the acceptance form and pay the trip deposit by the stated date. The 4-H
37 Leaders Association will notify participants of the Leaders Association's contribution, if any, along
38 with the balance due and date payment is due. If trip fees are not paid by the date on the invoice

1 the participant may forfeit the trip. Payment plan arrangements can be made by contacting 4-H
2 Staff in a timely manner.
3
4

5 **4.2 Trip Promotion**

6 If funding is received from the 4-H Leaders Association, youth and adults are expected to do one of the
7 following upon returning from the trip: a county-level presentation, write an article for the Cloverleaf
8 Crier and/or local newspaper, or any other approved method. Participants should report back to the
9 4-H Leaders Association in writing or e-mail correspondence regarding the completion of
10 promotional events.
11
12

13 **4.3 Repeat Funding and Delinquent Payments**

14 Repeat funding for participation in 4-H teams and 4-H sponsored trips and events will be made based on
15 available funds in the 4-H Leaders Association Budget. A form is available from the Extension Office to
16 request repeat funding. The trip committee will take into consideration applicant's compliance with
17 prior trip requirements before awarding repeat funding.
18

19 **4.4 Leadership Training Funds** - Funding for Leadership Training will be based on available funds and
20 relevance to 4-H programming and leadership development.
21

22 **5. Awards**

23 The following are important Awards available to members within the 4-H Program.
24

25 **5.1 Wisconsin 4-H Key Award**

26 This is the highest award available to a 4-H member. *(Interview conducted in Fall concurrent with Trip Process)*
27

28 **5.2 4-H Project Awards**

29 4-H Members are encouraged to apply for a Project Award to be presented this fall at the 4-H Recognition
30 Celebration. If members feel they have done a good job in one of the Award categories, they should
31 complete an application form and return it to the 4-H office. The guidelines for applications are:

- 32 ○ Members must mark the Division on the application that applies to their grade during the **past school**
33 **year**.
- 34 ○ There are several award categories listed on the application form.
- 35 ○ The **maximum** number of Project Award categories in which a member can apply is three. Complete
36 **one form** for each category (not project) chosen. A maximum of two awards will be given per person.
- 37 ○ This form must be completed in black ink or typed. Members may create this form on a computer using
38 the same format.
- 39 ○ Application forms dropped off or postmarked later than the deadline will **not** be considered for an
40 award that 4-H year.
- 41 ○ Project Award **interviews** will be held and interview schedules will be sent out. Make every attempt to
42 be present for the interviews. If a member knows upon application that they will not be able to attend
43 the interview, they should check the appropriate space on the application form and state the reason on
44 the back of the form. Unanticipated absences should be called in to the UW-Extension Office as soon as
45 possible. Unexplained absences are counted against the member.

- **Note:** The “Leadership” and “Overall Achievement” categories do not require the “Years in Project” blank to be filled in. **Members applying for Leadership or Overall Achievement need to have a General Leader signature.** Please make sure to allow enough time for the member’s General Leader to read the application and sign it so it can be turned in on time.
- Only information pertaining to the category the member is applying for should be included on the form. All information except for the reason for not being able to attend the interview must be included on the front of the form. No additional pages may be added. Only the one page will be copied and given to those doing the interviews.
- Recipients will receive a wooden display plaque (the first award year) and dated Project Award medallions to mount on the plaque.

5.1 Clover Award Program

All Sheboygan County 4-H members **third grade and older** are eligible and encouraged to participate in this countywide special recognition program. The Clover Award Program is designed to recognize 4-H members for their active participation in club and county activities and events. By participating in activities and events, members can earn points towards recognition steps. 4-H members may take more than one year to complete a Clover Award, but may only earn one (1) per 4-H year. The 4-H year is October 1st to September 30th.

The program has recognition steps each having minimum requirements for completion. The recognition steps, which need to be earned in order, include:

Step #1	Green Clover Award	15 Points (minimum 8 club level, 3 county)
Step #2	Bronze Clover Award	18 Points (minimum 9 club level, 4 county)
Step #3	Silver Clover Award	21 Points (minimum 10 club level, 5 county)
Step #4	Gold Clover Award	23 Points (minimum 11 club level, 6 county)
Step #5	Emerald Clover Award	25 Points (minimum 12 club level, 7 county)

Clover Award forms are due to the Club Leader by the clubs October General Meeting. Club Leaders **must** submit forms to UW-Extension Office by the deadline. The Clover Award recipients will be notified and the awards distributed during the Clover Award Ceremony in the fall.

5.2 Cloverbud Achievement Award

Sheboygan County Cloverbud members currently in 2nd grade of the current 4-H year are eligible to apply for this county-wide special recognition program. The Cloverbud Achievement Award is designed to recognize 4-H Cloverbuds for active participation during their 2nd grade Cloverbud year. The award can only be received once.

5.3 **The Friend of 4-H and Meritorious Service Awards** are your opportunity to nominate someone – a leader, individual, or business, who has made a contribution to the Sheboygan County 4-H Program. The recommendation is for one recipient in each category to be selected, with the option of an additional award that can be given in circumstances deemed necessary. A selection committee will be appointed by the Leaders Association President and will include youth representatives.

Friend of 4-H - Presented to an organization.

- Contributions should be on the county level
- Contributions of nominee should be significant and have positive impact on 4-H program goals
- Contributions by the nominee should represent continuing support over time

Meritorious Service Award Nominee

- must be a 4-H leader or active 4-H Volunteer
- Must have made unique and outstanding contributions to Sheboygan County 4-H on the county level
- Include number of nominee's years as a 4-H member

5.4 Special Recognition

The Leaders Association Executive Board reserves the right to provide additional special recognition to deserving recipients.

6 Sheboygan County 4-H Scholarships

6.1 Suhrke Memorial Scholarship

The Leaders Association will sponsor one \$750 Suhrke Memorial Scholarship. No other scholarship can exceed \$750.

6.2 Additional Scholarships

As long as funding is available, the Leaders Association will sponsor up to four \$400 scholarships.

6.3 Memorial Scholarships

Donations made to the Leaders Association Scholarship Fund throughout the year will be given in addition to the Leaders Association Scholarship. At the request of the family/families, the scholarship can be in the form of a memorial and may have individually specified application and criteria. The names of the people the donation was made "in memory of" or "in honor of" will be named at the Scholarship Recognition Event. The names will also be listed in the Cloverleaf Crier. The amount given per additional scholarship cannot exceed the Suhrke Memorial Scholarship unless so designated by the donor.

If the total of all scholarship donations in a given year is less than \$100, it will be added to the 2nd place scholarship. If the amount is at least \$100 but less than \$200, the money will be equally divided and added to the 2nd and 3rd place scholarships. If the amount is \$200 or more an additional scholarship(s) will be added.

All money collected in one 4-H program year will be awarded the following year

7. Sheboygan County 4-H Fund Raising

7.1 4-H Fair Food Stand

All clubs are expected to participate in the 4-H Foodstand at the Sheboygan County Fair.

7.2 Nonparticipation in the 4-H Foodstand

If a 4-H club does not sign up to work a shift at the 4-H Food Stand during the Sheboygan County Fair, the Food Stand Coordinator and/or an Executive Board Member will talk with the General Leader explaining the need for this participation requirement. If none of their members or leaders work a shift, a letter will be sent reiterating the importance of their participation and a copy of the Leaders Association Fund Raising Policy. In the event they do not work a shift the following year, a \$300 donation from the club will be strongly suggested. It is important to remember that this is our major fundraiser for the county program that supports 4-H activities such as camp, music & drama, etc. Without these funds, some activities may need to be cut.

1 **7.3 Pizza Sale**

2 All clubs are expected to participate in the county-wide 4-H Pizza Sale.

3 **7.4 Nonparticipation in the Pizza Sale**

4 Those clubs that choose not to participate in the Pizza Sale, must consider one of the following
5 options to support the county program.

- 6 • Have a club fund raiser of your choice and donate all or a portion of the profits to the county leaders
7 association.
- 8 • A club donation of cash suggested average of \$10 per person.

9
10 If a club does not participate in this sales activity, an Executive Board member will talk with the
11 General Leader and explain why participation is needed and/or expected. In the event they do not
12 participate the following year, a \$15 per member donation will be strongly suggested. If a donation
13 is not received, at the Executive Board’s discretion to decide if particular club will not receive funding
14 for selected trips, county camp, and/or leadership training events.
15

16 **8. Committee and Group Policies**

17 **8.1 Camp Riversite User Policies**

- 18 • Camp Riversite is available free of charge to all 4-H clubs and groups. There is a \$50 per day charge for
19 use of the facilities to outside user groups. All groups must reserve the facilities and adhere to the
20 policies mentioned below:
- 21 • Day use of Camp Riversite is open and free to public. Horse Trail is for Sheboygan County 4-H
22 members only, except for advertised Public Access trail days. See [uwex.sheboygan.edu] for details
- 23 • Camp Riversite buildings and overnight access is available for rental to 4-H Clubs and other not-for-
24 profit educational organizations.
- 25 • Make all reservations at the UW-Extension Office in advance. Pick up the keys the day of use and
26 return to the UWEX the day you leave or the first week-day after your stay. UWEX hours are 7:30 a.m.
27 to 4:30 p.m. Monday through Friday.
- 28 • Place all trash in the dumpster located near the shelter.
- 29 • Campfires must be confined to clearly marked areas. Campfire must remain within ring and flame
30 height not to exceed 3 feet.
- 31 • Fireworks are prohibited.
- 32 • Use the firewood provided on site. Monetary donations for fire wood are accepted in the box at the
33 cabin.
- 34 • Do not bring your own firewood on premises.
- 35 • Motor vehicles must remain in designated areas.
- 36 • Put out and soak all fires.
- 37 • Close and lock all doors and windows in cabin. Turn all lights out upon departure.
- 38 • Please observe quiet after 10:00 p.m.
- 39 • Day use hours are between sun-up to sun-down.
- 40 • Use of illegal drugs, tobacco and alcohol are prohibited.
- 41 • Firearms are prohibited.
- 42 • Report all disturbances or problems to the UW Extension office. For emergencies, call the
43 Sheboygan County Sheriff's Department at 459-3111 (non-emergency) or 911 (emergency).
44

- 1 • Dogs are permitted on the property but must remain under control of owner. Owners are responsible
- 2 for removal of dog waste.
- 3 • Horseback riders are responsible for removal of all manure and waste. Use posted manure area.
- 4 • Horse trailer parking is permitted only in designated area near trail head. Do not block access to any
- 5 driveways or the baseball diamond.
- 6 • Horses must be tied to trailer safely when not actively on the trail.
- 7 • Leave plants and wildlife undisturbed for all to enjoy.

8 **8.2 Endowment Fund Grant Application Guidelines**

9
10 The Endowment Fund is a depository of gifts and donations for the Sheboygan County 4-H program. Only the
11 interest earned will be used to fund innovative and educational programs that support the strengthening and
12 expanding of the 4-H program in Sheboygan County. The Endowment Committee will annually invite grant
13 proposals from 4-H subcommittees, 4-H Leaders Association and UW Extension Educators. The Committee
14 will then select which of those programs to fund. Possible areas of support might include, new and creative
15 programs, work with minorities and underserved youth, support scholarships and urban programming.

16
17 The Fund was established in 1991 to provide long-range support for the Sheboygan County 4-H Program,
18 beyond the current operating expenses of the 4-H Leaders Association. Only the interest earned will be used
19 to fund innovative and educational programs that support the strengthening and expanding of the 4-H
20 program in Sheboygan County.

21
22 The 4-H Endowment Committee invites grant proposals from 4-H clubs, committees, leaders, and members.
23 Possible areas of support might include new and creative programs, work with minorities and under-served
24 youth, scholarships and urban programs. The Grant is only for the Sheboygan County 4-H program not
25 individual members or clubs. Please pay close attention to the Granting cycle. If you have any questions,
26 please contact the UW-Extension office (920) 459-5903.

27 28 **8.3 Endowment Fund Granting Cycle**

- 29 • February 1: Grant Applications due to the UW-Extension Office
- 30 • February: Grants reviewed by 4-H Endowment Fund Committee
- 31 • Grants approved by 4-H Leaders Association.
- 32 • March 1: Funds available for disbursement
- 33 • October 1: Grant Report Forms due to the UW-Extension Office
- 34